



Job Opportunity Bulletin

Office Technician (Typing)

(Two Positions)

Tenure/Timebase:	Permanent/Full Time
Work Hours:	M- F, 8:00 am – 5:00 pm
Office/Location:	California Commission on Teacher Credentialing Certification, Assignment & Waivers 1900 Capitol Avenue Sacramento, CA 95814-4213
Salary:	\$2598 - \$3157/month
Final Filing Date:	March 14, 2007, or until filled
Contact:	Raquel Rodriguez (916) 323-7093

DUTIES:

Under general supervision of the managers in the Certification, Assignment and Waivers Division, the Office Technician (Typing) performs the following:

- Process credential applications; i.e., 30 day substitute, clear to clear renewals, five year preliminary and clear credentials that have been submitted through a third party and input the data into the Credential Automated System Enterprise (CASE) system.
- Answer phones, e-mail and correspondence by sending leaflets and responding to basic questions about California teacher certification.
- Enter cashing application information into an automated data records system. Mail documents for the Document Preparation Unit.

CONDITIONS OF EMPLOYMENT:

Fingerprint Clearance is required.

DESIRABLE QUALIFICATIONS:

- Demonstrated ability to be punctual and have good attendance
- Excellent interpersonal, organizational, analytical, research, and communication skills (both oral and written)
- Dependable with good work habits and the ability to follow oral and written directions
- Ability to learn detailed information quickly
- Ability to work independently with minimal supervision and in a team environment

WHO MAY APPLY:

Individuals who possess the desirable qualifications listed above, and are currently at the above classification or who have list, transfer, or reinstatement eligibility to the above classification. The appointment is subject to the State Restriction of Appointment (SROA).

IMPORTANT NOTE:

Interested applicants must submit a State Application form, STD 678, to the above address, Attention: Raquel Rodriguez. All applications must clearly indicate the basis of their eligibility (*i.e., SROA, surplus, reemployment, reinstatement, transfer, or list eligibility*) and include RPA No. 07-187 & 07-188. The applications will be screened and only the most qualified applicants will be invited for an interview.

<i>The California Commission on Teacher Credentialing is an Equal Opportunity Employer to all regardless of race, color, creed, national origin, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.</i>
